

UTAH AIR NATIONAL GUARD

ANNOUNCEMENT #		DATE
AIR 15-540		10 September 2015
POSITION TITLE	MAXIMUM GRADE	AFSC
Operations Superintendent	CMSgt/E-9	Any
LOCATION OF POSITION		AREA OF CONSIDERATION
HQ UTANG, SLC, Utah & UTNG JFHQ, Draper, Utah		Utah National Guard members only Statewide
VACANCY REQUIREMENTS		
Enlisted		Male/Female
OPENING DATE		CLOSING DATE
10 September 2015		24 September 2015
<p>This is a 179 day occasional tour.</p> <p>Must meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or higher.</p> <p>Must be able to obtain and maintain a Secret security clearance.</p> <p>Must be a CMSgt or promotable to CMSgt at time of application.</p> <p>CCAF degree is highly preferred. CCAF degree must be completed prior to promotion to CMSgt.</p>		

UTAH NATIONAL GUARD
FULL-TIME VACANCY
ANNOUNCEMENT
SUBMIT APPLICATION TO:
UTAH NATIONAL GUARD
ATTN: HRO-AGR-Air
12953 S. Minuteman Drive
DRAPER, UTAH 84020-9286
TELEPHONE: (801) 432-4237

APPLICATIONS SUBMITTED IN POSTAGE
PAID FEDERAL ENVELOPES ARE IN
VIOLATION OF 18 USC SECTION 1719 AND
WILL NOT BE CONSIDERED.

FAXED APPLICATIONS WILL NOT BE
ACCEPTED.
<http://www.ut.ngb.army.mil/hro>

A. ELIGIBILITY REQUIREMENTS:

1. Enlisted personnel must possess an AFSC compatible with SPMD upon selection for AGR duty. If there are no applicants who have the required AFSC, then the applicant must sign an agreement to retrain. Enlisted grades SrA (E-4) or below must possess an awarded three or higher skill level in the AFSC. Enlisted grades SSgt (E-5) or higher must possess an awarded five or higher skill level in the AFSC. **EXCEPTION:** Enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level AFSC in the advertised duty AFSC. An AGR not possessing the advertised AFSC must meet the minimum eligibility requirements for the AFSC and must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
2. Must meet physical qualifications outlined in AFI 48-123.
3. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.
4. Applicant for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding indicating that they will not qualify for a regular retirement.
5. Applicant may not be selected for an initial AGR tour in grades E-8, E-9, O-4, O-5, or O-6 without approval from HRO.
6. Applicant must not have been previously separated for cause from active duty or a previous AGR tour.
7. Applicant's military grade cannot exceed the maximum military grade authorized. An over-grade applicant must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.
8. If selectee is receiving an incentive/reenlistment bonus, contact the Military Personnel Flight Retention Office, 245-2441.
9. Any enlisted Airmen applying for a commissioning opportunity announcement must be qualified for commissioning at the time of application IAW ANGI 36-2005, Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

B. APPLICATION PROCEDURES: (Individuals who meet the basic qualification requirements must submit, as a minimum, the following forms):

- a. NGB 34-1, *Application for Active Guard/Reserve (AGR) Position*
- b. Current Report of Individual Person (RIP) (may be obtained from vMPF at <https://ww3.afpc.randolph.af.mil/vmpf>)
- c. Current Point Credit Summary (PCARS) from vMPF at <https://ww3.afpc.randolph.af.mil/vmpf>
- d. Most recent *Report of Individual Fitness* from Air Force Fitness Management System (AFFMS) (https://www.my.af.mil/affms/cfm/fms/index.cfm?FuseAction=Fitness_Home)
- e. Resume cover letter and Resume
- f. Letters of Recommendation

IMPORTANT!!!

Please read **DISCLAIMER:** You the applicant are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the supervisor, the decision is final. Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents.

YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.

OTHER:

1. If selected, individual must have a current physical exam IAW AFI 160-43.
2. As a condition of employment, the selectee agrees to attend all Unit Training Assemblies (UTA) and Annual Training (AT) with his or her unit of assignment.
3. The basic duties, responsibilities and qualifications are described on the reverse.

SELECTING SUPERVISOR: Col. Christine Bureckle

VICE: Ocana

APPLICATIONS MUST ARRIVE AT THE HUMAN RESOURCE MANAGEMENT OFFICE NO LATER THAN 1630 HOURS ON THE ABOVE CLOSING DATE.

UTANG JFHQ Duties and Responsibilities: Serves as the principal advisor to the JFHQ Director of Operations on matters of health, welfare and morale, professional development and the effective utilization of all enlisted personnel assigned to the UTANG JFHQ. Provides organizational, personnel, and resource management and ensures a conducive environment with open communication avenues for any JFHQ member to freely address issues/concerns. Works with the wing and senior leadership to ensure JFHQ has the ability to meet its overall taskings and requirements. Develops priorities for all training (individual and collective) for UTANG JFHQ. Provides oversight of the UTANG JFHQ security clearance tracking/reporting program. Assists the Director of Operations and the Director of Staff in appropriate administrative and force management functions concerning the UTANG JFHQ enlisted force. Recommends or initiates actions to improve organizational operation efficiency of the entire UTANG.

UTNG, ANG J5 NCOIC Duties and Responsibilities: Advises the J3, Deputy J3, and J3 SGM, and Staff in all matters pertaining to strategic long range campaign plan requirements, and other planning initiatives; facilitates development of Joint Domestic Operations within the State of Utah and works under the direction of the J5, J5 Plans Officer, Deputy J3 and J3 SGM. SM's duties include: Strategic Plans, State Partnership Program Assistance, builds UTNG combat readiness through enabling training readiness, builds/assesses training readiness, sustaining readiness, resourcing training readiness. Develops priorities for all training (individual and collective). Works with and develops tasking approval process, advancement in information sharing, developing adaptive plans for incoming information/plans. Assists ODT Manager with ODT and OCONUS travel preparation and requirements to include: ODT Title 10 Packets, Country Clearance Spreadsheet/APACS approval, UTNG 3020 QC, Title 10 Orders, AFCOS orders approval, DTS authorization approval, and NATO Orders. Assists MRO with USR completion and submission, QRR organization and development.

Supervisory Controls: Works under the administrative supervision of the UTANG Director of Operations, J3 SGM, and J5 Plans Officer. Accomplishes day-to-day requirements independently in accordance with established policies and procedures.

The following elements are considered essential for successful performance in this position:

- Ability to supervise subordinates which includes:
 - developing and administering standards, appraisals and training plans, and directing/prioritizing tasks.
- Knowledge in directives and procedures in the following areas:
 - ANG Operations, Training, Personnel; Joint Forces Headquarters Joint Operations Plan; NIMS and LIMS
- Ability to read, understand, interpret and administer Air Force Instructions (AFIs), laws, and directives.
- Ability to effectively communicate both orally and in writing with all levels of personnel to include National Guard Bureau.
- Ability to effectively lead personnel.
- Ability to independently identify weaknesses and develop solutions that are effectively implemented with successful results.